
CREDITOR - QUICK REFERENCE GUIDE

Add Creditors

Step	Action
1	Click on the Bankruptcy hyperlink at the top of the screen.
2	Click on Creditor Maintenance .
3	Click on Enter individual creditors .
4	Enter the case number in yy-nnnnn format and click Next . Check the case name and number to be sure it is the correct case.
5	<p>At the Add Creditor(s) screen enter the name and address of the creditor(s) being added to the case.</p> <p style="text-align: center;">FORMAT for adding creditors is as follows:</p> <p style="text-align: center;">Name: XYZ Mortgage Company Address 1: c/o Joe Lawyer, Esq. Address 2: P.O. Box 25 Address 3: Boston, MA 02114 * Address 4: Address 5:</p> <p style="text-align: center;">*Do Not use extensions to zip codes. Do Not Change Creditor Type default. Do Not Change Creditor Committee default.</p> <p>Continue to add creditors, when you have entered the last creditor, select Last Entry and click Next.</p>
6	The Total Creditors Entered screen will display the case number and the number of creditors added to the database during this transaction.
7	Click Submit and the name will be added.